

## Home Is The Key Breakfast

**November 16, 2023**

### Important Dates

**October 3, 5:30pm**

**Mas Amor**

**Restaurant**

Table Captain

Packet Pick Up and

Social

**October 23**

**Guest Information**

**Form DUE** to Lynn

Nelson

**November 15**

**Reminder call** or

email to guests

**November 16**

**Arrive by 7:00am** to

welcome your guests

**Come Experience**

**Habitat!**

**October 21**

**Homeowner**

**Celebration, 12 Noon**

*The Cottages at*

*Ridgeview*

### **Questions ?**

Contact Lynn Nelson:

828-328-4663 x107

[lynn@habitatcatawba](mailto:lynn@habitatcatawba)

[valley.org](http://valley.org)

### ***Being a Table Captain is easy!***

Your job is to fill and host a table of eight (you + 7 guests) at our Home Is The Key Breakfast. Here's how you do it:

#### ***Invite Guests***

1. *Identify people* in your social and professional networks who might be interested in learning about Habitat. We can help you identify people to fill your 8-person table using an easy tool called *treasure mapping*.
2. Make *personal invitations* to your friends and colleagues. Utilize the paper or electronic **Save-the-Date** to help your confirmed guests keep the event on their mind. Receive a commitment to attend the breakfast from 7 guests.
3. Include on the **Potential Guests Worksheet** a list of people you would like to consider inviting to the breakfast. You may also use this form to list people who cannot attend the event but said they would like to know more about Habitat.

4. Gather *contact information for your guests* and submit your final list by *October 23*. Use the **Guest Information Form** included in your Table Captain packet or download it from <https://habitatcatawbavalley.org/table-captains-info/>

#### ***Before the Breakfast***

5. *Send guests a Save-the-Date postcard or email* after they have committed to attend the event.
6. *Come Experience Habitat* to inform you and your guests about Habitat Catawba Valley. *It is vital that guests, especially those new to Habitat, have at least a little engagement with us before the event.* Check out opportunities in the sidebar.

7. **Call and email your guests on Wednesday, November 15** to remind them to attend the *Home Is The Key* Breakfast.

#### ***The Big Day***

8. On the day of the breakfast, arrive at *74 South at Moretz Mills* at *7:00 am*, to welcome your guests as they arrive. **Pick up your packet at the Table Captain Registration Table.**
9. At the designated time during the program, distribute pledge cards to your guests. Set an example for your guests by filling out your own pledge card.
10. Collect the pledge cards from your guests and return packet to Habitat Staff.
11. Later that afternoon, call your guests to **thank them for attending**, and ask them their impressions.